

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-345T	OPENING DATE: 5-Jul-18	CLOSING DATE: 20-Jul-18
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POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM MANAGER, GS-0101-12, MPCN:0107558734

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$75,741.00-\$98,464.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Goldwater Air National Guard Base, PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of 1 year probationary period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this

position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

Degree: behavioral or social science; or related disciplines appropriate to the position that included at least 24 semester hours of course work in the behavioral or social sciences.

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field that included at least 24 semester hours of course work in the behavioral or social sciences.

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- An appropriate, valid driver's license is required for this position.
- Incumbent of this position is subject to random drug testing

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☒ NO ☐
PCS may be offered: YES ☐ NO ☒

NOTE: This position may require work other than normal duty, to include evenings, weekends, and/or holidays.

NOTE: Minimum of a Tier 2 background investigation must be conducted every 5 years IAW the OPM requirement.

NOTE: Must obtain, maintain and renew certifications of the DOD Sexual Assault Advocate Certification Program (D-SAACP) as specified in DOD and AF Policy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of laws, regulations, policies, issues, etc., relating to sexual assault, victim advocacy, and other acts of interpersonal violence to plan, organize, implement, and carry out the components of an interpersonal violence prevention and response program.
2. Knowledge of a wide range of practices and procedures associated with victim advocacy, social services delivery systems and other elements of specialized social service programs, and behavioral or social science principles to direct the activities of the Sexual Assault Prevention and Response Program at an Air Force wing or ANG wing.
3. Knowledge of laws, regulations, and practices relating to privacy of information.
4. Skill in applying knowledge to accomplish a variety of difficult and complex work assignments in carrying out the Sexual Assault Prevention and Response Program.
5. Skill in assessing program needs to accomplish goals and objectives, evaluate program results and effectiveness, and recommend and/or implement solutions for improvements.
6. Ability to advise program officials, including the wing's top leadership and wing personnel on the policies, practices, procedures, issues, and concerns associated with sexual assault and other acts of interpersonal violence and prevention, response, and victim advocacy.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education or training analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various social science resources. Must have knowledge of the organization and its mission and utilized the organizational staff procedures. Experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of social science program operations carried out by administrative or professional personnel, or substantive administrative support functions.

BRIEF JOB DESCRIPTION: This position is located in Phoenix, AZ at the Goldwater Air National Guard Base, 161 ARW, directly supporting the Wing Commander's mission/vision/goals. The primary purpose of this position is: to implement and manage the installation level Sexual Assault Prevention and Response Program and serve as consultant to the installation Wing Commander (WG/CC) on institutionalizing core values for the National Guard. Serves as the installation Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DOD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the WG/CC. Also serves as the WG/CC's consultant and coordinator for sexual assault prevention activities involving the institutionalization of respect and the Air Force core values (integrity, excellence and service before self) throughout the spectrum of human relations activities. Develops plans, programs, guidelines, and budgets geared to the installation population and organization to address sexual assault prevention and response. Monitors and enters all installation SAPR incidents into the Department of Defense Sexual Assault Incident Database (DSAD). Assesses the installation's need for the establishment and/or modification of processes, procedures, contacts, and training necessary to carry out the program and meet DOD and Air Force objectives. Assessments include consideration of complicating factors at the installation to ensure processes, procedures, and training are effective for all parties. Develops and/or modifies the installation's plans, milestones, and evaluation measures (including metrics) to ensure success in meeting goals and objectives. Develops and implements a communication strategy at the installation, expanding awareness of sexual assault and, in conjunction with the Family Advocacy Office (FAP), addressing intimate partner violence. Interfaces with the Equal Opportunity Office addressing unlawful discrimination as it relates to the continuum of harm. Develops opportunities for command emphasis on core values and positive behavior. Seeks, analyzes, and documents input from interested parties about the program and makes recommendations to concerned program officials including the WG/CC and headquarters level program managers, as appropriate, for modifications in the Air Force program and practices. Evaluates procedures, results, relationships, and

interactions to improve mission accomplishment, implement quality improvements, or in response to concerns about statutory and regulatory compliance and/or customer requirements. Develops, manages, and presents budget to ensure viability of program. Assists with or provides training for first responders ensuring sexual assault prevention and response policy updates and program changes are current. Ensures the development and implementation of prevention programs relating to sexual assault. Assists individual variables commanders with addressing behaviors that lead to sexual assault through a comprehensive education and awareness program on the installation. Serves as an advisor to the Community Action Information Board (CAIB) and the WG/CC's consultant on sexual assault prevention, response concerns, trends, and way ahead. Consults on and coordinates activities in other areas of human relation needing prevention efforts. Serves as POC for ongoing prevention education and training for all base personnel, leadership, and all deploying personnel. Ensures delivery of mandatory training and assesses needs specific to the installation population. Responsible to support and assist individual commanders with compliance of annual mandatory Sexual Assault Prevention and Response training of their unit personnel. Works collaboratively with the Family Advocacy Program Manager in prevention activities related to interpersonal violence and the Equal Opportunity Program Manager in prevention activities related to sexual harassment and sexist attitudes and beliefs contributing to the continuum of harm.

SELECTING OFFICIAL: Col Patrick Donaldson
